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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

EMPLOYMENT DEPARTMENT

Notification

The 1st March, 2022

Online Transfer Policy for Clerks

No. A-27/OTP/Clerk/2022- Transfer of Clerks working on regular basis in the Directorate of Employment Haryana and Subordinate offices of Employment Department will be regulated under the provisions of this policy.

1. **Vision:-** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:-** This policy shall be applicable on Clerks working in Directorate of Employment Haryana and subordinate offices.
3. **Definitions:-** In this policy, unless there be anything repugnant in the subject or context;
 - a. **'Blocked Posts'** means the vacancies of a cadre which remain unfilled at any given point of time due to shortage of employees in the department.
 - b. **'Employee'** means Clerks working on regular basis in any office of Employment Department, Haryana.
 - c. **'Employees of Special Category'** means the blind employees or the differently abled employees or their child (ren) and spouse, women employees, women headed households, widows, widowers, couple case, employees suffering from disease of Debilitating Disorder;
 - d. **'Prescribed Tenure'** means the tenure of appointment for a period of five years. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a zone on 31st March of the calendar year of transfer shall be counted irrespective of the fact he has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum three years service in a zone;
 - e. **'Qualifying date'** for the purpose of calculation of vacant post(s), shall be the 31st March of the calendar year of transfer;
 - f. **'Service'** means duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
 - g. **'Transfer'** means posting/appointment from one Zone to another on or before completion of prescribed tenure in a Zone;

- h. 'Vacant Post for transfer' means
- i. a post not occupied by any employee;
 - ii. a post presently occupied by an employee for a period of five years or more;
 - iii. a post on which an employee has been appointed by temporary transfer or due to non-availability of online transfer drive;
 - iv. a post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he/she has not completed the prescribed tenure in the zone where he/she is presently posted.

Note 1. Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.

Note 2. The post against which an employee has been posted/transferred on compulsion of administrative reasons or litigational nature, shall also not be included in the vacant posts for transfer.

Note 3. The Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholders before inviting the online options for transfer. Depending upon input from stakeholders, such list may be amended if required and deemed fit in the administrative/Public interest.

i) 'Zone' means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employee for transfer from one zone to another under this policy.

For uniform distribution of employees of this cadre, the offices have been divided into three zones to ensure equal availability of staff up to grass root level.

Zone 1:- Directorate of Employment Haryana, Panchkula.

Zone 2:- any office situated at district headquarter i.e. District Employment Exchanges, Divisional Employment Exchanges, University Employment information and Guidance Bureaus, State Employment Exchange.

Zone 3:- any office situated at Sub Division i.e. Sub Divisional Employment Exchanges.

4. General Principles:

(i) Time Schedule for online transfer:

- (a) Generally online transfer will be made only once in year. However, transfer /posting necessitated by promotions, direct recruitment, posts needed to be filled up in public interest, can be made anytime by the competent authority.
- (b) The online process will be completed up to 31st March and implemented after 31st March or as per exigency/convenience of the Department.

(ii) Liable to be posted anywhere:

Employees are liable to be transferred under this policy in any zone or anywhere in the state, in public interest, on completion of prescribed tenure.

(iii) Computerization of relevant service record of employees:

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the Department shall be at liberty to post him anywhere in the state.

(iv) Rationization and Blocking of posts:

To avoid disproportionate concentration of employees at a particular station, the department may rationalize their sanctioned posts and also block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per the assessment/ requirement in the consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. Merit Criteria for allotment of post:

- a. Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning highest points shall be entitled to be transferred against a particular vacancy.
- b. Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points.
- c. A privilege of maximum 20 points can be availed by the employees of special categories as indicated below:-

A. Age: The first set of merit points will be the age of the Government employee concerned enumerated below:-

Sr. No.	Major Factor	Sub- Factor	Max. Points	Criteria for calculation
1	Age (Present date i.e. 1st January of the Year of consideration minus date of birth)	Eldest person shall be given maximum points.	60	Age in number of days÷365 (Maximum four decimal points only)

B Special Category:

The second set of merit points will come from the Special Category enumerated hereinafter:

Sr. No.	Major Factor	Sub- Factor	Max. Points	Explanation
1	Gender	Female	10	10 points shall be given to all female employees.
2	Special Category female employees	Widow/Divorced/Separated/unmarried female employee more than 40 years of age/wife of serving military personnel/paramilitary personnel working outside the state.	10	All females of this category shall be given 10 marks only
3	Special Category male employees	Widower who has not re-married and has one or more minor children and/or unmarried daughter(s).	5	Eligible widower shall be given 5 points only.
4	Differently abled persons	Vision	20	40% to 60% Disability=10 Marks. Above 60% to 80%= 15 Marks. Above 80%= 20 Marks.
		Locomotor	20	
		Deaf & Dumb	20	
5	Diseases “Debilitating Disorders” i.e (a) Currently suffering from cancer, or (b) having undergone by-pass heart surgery; or (c) kidney transplant; or (d) currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.
6	Diseases of “Debilitating Disorders”	Spouse/unmarried Children	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted.

Sr. No.	Major Factor	Sub- Factor	Max. Points	Explanation
7	Differently abled or mentally challenged children	Male/Female employees having mentally challenged or 100% differently abled child	10	Male/Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
8	Couple Case	Male/ females spouse	5	Employees spouses working in any Department/Board/ Corporation under any state Govt. or Govt. of India.

Note: If husband and wife, both are working in any Department/Board/Corporation under the State Government or Government of India, the benefit of 5 Points under the category of 'Couple Case' above can be claimed by only one of them for which he/she has to submit a declaration in this regard that the spouse has not taken the benefit of this category. This self declaration on shall be uploaded on the portal at the time of participating in the transfer.

(d) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be given their choice of posting.

6. Procedure to be adopted:

- i. Head of Department shall seek preferences for choice of station in a zone from the eligible employees for transfer. The transfer exercise shall be carried out only through approved web based application.
- ii. The option once availed and confirmed by the employee shall be final and cannot be changed.
- iii. An employee who is due for superannuation within one year or less service shall not be eligible to participate in the transfer drive unless he so desires.
- iv. Merit criteria for allotment of station will be as per para 5 above.
- v. All transfers shall be implemented within seven days of their issuance. The Treasury Officers concerned shall not draw the salary of the employee who have not complied with the orders.
- vi. Within 15 days of issuance of orders, an employee aggrieved with the transfer order can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. His representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- vii. Online general transfer due to completion of prescribed tenure of five years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.
- viii. All the Clerks working in the Employment Department shall be eligible to participate in the first online transfer drive. However, the employees who have completed the prescribed tenure of five years at a zone will have to mandatorily participate in the online transfer drive.
- ix. In the subsequent online transfer drives, employees who have completed three years at a zone would have to option to voluntarily participate in the online transfer drive whereas the employees who have completed the prescribed tenure of five years at a zone will have to mandatorily participate in the online transfer drive.
- x. In case of employees who exhaust their preferred choices in the first transfer drive, before posting them under 'Anywhere in the State' option, the department will again seek their options against the remaining available posts at that point of time.
- xi. A committee headed by the Deputy Commissioner and comprising of CMO and District Officer of the concerned Department, may recommend deputation/temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal would be provided for taking online applications from the employees for this purpose. The committee will scrutinize such cases and send their recommendations to the Govt. which will be dealt under relaxation clause of the transfer Policy.

7. Bar against canvassing: No employee shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Para 6 above.

NOTE:- The zone may increase/decrease on creation of new offices or abolition of any offices by the government.

8. Appointment by promotion/ direct recruitment: Employees taken in a cadre through direct recruitment/promotion/repatriation shall be posted in the zone of eligibility and availability.

9. Opportunity of option to certain categories: After the transfer drive, the 'newly married' or 'recently divorced' female employees, married employees (male/female)

upon death of spouse and employees having 12 months or less in retirement shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive and at that time they shall be adjusted at any of their top three choices against available vacant posts.

10. Clarification & Implementation: In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Department in consultation with General Administration Department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

11. Power to relax: Notwithstanding anything contained in the policy, the Administrative Secretary to Govt. of Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation. In public interest administrative exigencies the employee can be transfer at any place even out of cadre of the employee.

12. Travelling Allowance/Daily Allowance: No TA/DA will be given, if the transfer is done on the request of the employee himself by giving relaxation of the transfer policy and he is given a posting of his choice.

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